

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

AGENDA DATE: November 20, 2002

To: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Human Resources Director (954) 797-1169
PREPARED BY

SUBJECT: Resolution enacting and formally establishing job classification titles, job classification specifications, and salary ranges for job classifications previously approved for the FY2003 Budget

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING JOB CLASSIFICATION SPECIFICATIONS AND SALARY RANGES FOR THE BUDGETED CHIEF CODE COMPLIANCE INSPECTOR, FIRE CAPTAIN, FIRE DIVISION CHIEF, FIRE INSPECTOR SUPERVISOR, FIRE PLANS EXAMINER, INFORMATION SYSTEMS SUPERVISOR, LEAD OPERATOR, PROGRAMS SPECIALIST, PUBLIC INFORMATION SPECIALIST, SAFE NEIGHBORHOODS COORDINATOR, AND URBAN FORESTER JOB CLASSIFICATIONS; ADJUSTING THE SALARY RANGES FOR THE BUDGETED ACCOUNTING SERVICES SUPERVISOR, CODE COMPLIANCE OFFICIAL, HOUSING AND COMMUNITY DEVELOPMENT DIRECTOR, PAYROLL ASSISTANT, AND PAYROLL TECHNICIAN JOB CLASSIFICATIONS; AMENDING THE JOB CLASSIFICATION TITLE OF THE HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS DIRECTOR JOB CLASSIFICATION TO THE BUDGETED HOUSING AND COMMUNITY DEVELOPMENT DIRECTOR JOB CLASSIFICATION TITLE; AMENDING THE JOB CLASSIFICATION TITLE OF THE PLANNER III JOB CLASSIFICATION TO THE BUDGETED PLANNING SUPERVISOR JOB CLASSIFICATION TITLE; AND PROVIDING AN EFFECTIVE DATE.

REPORT IN BRIEF:

The specified job classifications were previously approved with the adoption of the Fiscal Year 2003 Budget. The adoption of this resolution will enact and formally establish titles, specifications/descriptions, and salary ranges for the indicated job classifications; and will establish an effective date which coincides with the initial date of Fiscal Year 2003. The adoption of this resolution is necessary since pursuant to Personnel Rules and Regulations of the Town of Davie, Rule III, Section 7 and Rule IV, Section 2, new or revised job classification specifications and salary range adjustments will be submitted to the Town Council for approval.

The establishment of new or amended job classification titles and job classification specifications/descriptions is necessary in order to accurately reflect the general statement of the job classification as well as specific duties and responsibilities, essential job functions, minimum requirements, and performance indicators for the specified job classifications. The establishment of associated salary ranges of the specified job classifications was necessary in order to appropriately compensate individuals employed in these job classifications when competitive market conditions and internal equity issues are taken into consideration. The following includes some of the factors considered during the analyses for the development and establishment of the job classification titles, job classification specifications, and salary ranges for inclusion of the indicated job classifications in the Fiscal Year 2003 Budget: 1) Job tasks (qualitatively/quantitatively); 2) Task significance, variability, and difficulty; 3) Knowledge/skill variety; 4) Level of autonomy; 5) Interaction (co-worker, supervisory); 6) Span of control; 7) Work unit size; 8) Size of organization.

The following are newly approved job classifications and associated salary ranges:

Chief Code Compliance Inspector 518 (\$43,237-\$57,942)
Fire Captain 304 (\$47,757-\$64,000)
Fire Division Chief 528 (\$59,520-\$79,762)
Fire Inspector Supervisor 523 (\$51,378-\$68,852)
Fire Plans Examiner 301 (\$41,238-\$58,026)

Information Systems Supervisor 525 (\$54,634-\$73,215)
Lead Operator 516 (\$39,982-\$53,579)
Programs Specialist 522 (\$49,751-\$66,670)
Public Information Specialist 519 (\$44,865-\$60,123)
Safe Neighborhoods Coordinator 514 (\$36,725-\$49,214)
Urban Forester 518 (\$43,237-\$57,942)

AGENDA DATE: November 20, 2002

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TO: Mayor and Councilmembers

FROM: Mark Alan, Human Resources Director (954) 797-1169

SUBJECT: Resolution enacting and formally establishing job classification titles, job classification specifications, and salary ranges for job classifications previously approved for the FY2003 Budget

The following indicates job classifications with associated salary range adjustments:

Accounting Services Supervisor 515 (\$38,353-\$51,396) to 520 (\$46,493-\$62,306)
Code Compliance Official 520 (\$46,493-\$62,306) to 526 (\$56,262-\$75,396)
Housing and Community Development Director 530 (\$62,775-\$84,124) to 533 (\$67,660-\$90,671)
Payroll Assistant 509 (\$28,584-\$38,305) to 511 (\$31,840-\$42,668)
Payroll Technician 512 (\$33,467-\$44,850) to 515 (\$38,353-\$51,396)

The following indicates the job classification title amendments:

Housing and Community Development Programs Director to Housing and Community Development Director
Planner III to Planning Supervisor

PREVIOUS ACTIONS: Approval of ordinance 2002-031 adopting the Fiscal Year 2003 budget containing the subject job classifications

CONCURRENCES: Not Applicable

FISCAL IMPACT:

Has request been budgeted? Yes

Account Name: Employee Salary and Benefit Accounts

RECOMMENDATIONS: Motion to approve the Resolution

Attachment(s):

- Resolution
- Exhibits 1 through 11

reso02.006 cm11/13/02

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING JOB CLASSIFICATION SPECIFICATIONS AND SALARY RANGES FOR THE BUDGETED CHIEF CODE COMPLIANCE INSPECTOR, FIRE CAPTAIN, FIRE DIVISION CHIEF, FIRE INSPECTOR SUPERVISOR, FIRE PLANS EXAMINER, INFORMATION SYSTEMS SUPERVISOR, LEAD OPERATOR, PROGRAMS SPECIALIST, PUBLIC INFORMATION SPECIALIST, SAFE NEIGHBORHOODS COORDINATOR, AND URBAN FORESTER JOB CLASSIFICATIONS; ADJUSTING THE SALARY RANGES FOR THE BUDGETED ACCOUNTING SERVICES SUPERVISOR, CODE COMPLIANCE OFFICIAL, HOUSING AND COMMUNITY DEVELOPMENT DIRECTOR, PAYROLL ASSISTANT, AND PAYROLL TECHNICIAN JOB CLASSIFICATIONS; AMENDING THE JOB CLASSIFICATION TITLE OF THE HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS DIRECTOR JOB CLASSIFICATION TO THE BUDGETED HOUSING AND COMMUNITY DEVELOPMENT DIRECTOR JOB CLASSIFICATION TITLE; AMENDING THE JOB CLASSIFICATION TITLE OF THE PLANNER III JOB CLASSIFICATION TO THE BUDGETED PLANNING SUPERVISOR JOB CLASSIFICATION TITLE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Davie has adopted the Fiscal Year 2003 Budget which approved job classifications and positions; and

WHEREAS, job classification specifications, job classification titles, and salary ranges of some of the job classifications approved during the adoption of the Fiscal Year 2003 Budget must be added to or amended in the classification and compensation plan; and

WHEREAS, it is recommended that the classification and compensation plan be amended to enact and formally establish job classification specifications, job classification titles, and salary ranges for said previously approved job classifications; and

WHEREAS, it is in the best interest of the Town to enact said amendments to the classification and compensation plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby authorize the amendment of the Town of Davie classification and compensation plan effective on the first day of Fiscal Year 2003 by authorizing the following job classification specifications herein incorporated as exhibits 1 through 11 at the indicated annual salary ranges:

<u>Job Classification</u>	<u>Salary Range</u>
Chief Code Compliance Inspector	518 (\$43,237-\$57,942)
Fire Captain	304 (\$47,757-\$64,000)
Fire Division Chief	528 (\$59,520-\$79,762)
Fire Inspector Supervisor	523 (\$51,378-\$68,852)
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Safe Neighborhoods Coordinator	514 (\$36,725-\$49,214)
Urban Forester	518 (\$43,237-\$57,942)

SECTION 2. The Town Council of the Town of Davie does hereby authorize the following job classification salary range adjustments to the Town of Davie classification and compensation plan effective on the first day of Fiscal Year 2003:

<u>Job Classification</u>	<u>Salary Range Adjustments</u>
Accounting Services Supervisor	515 (\$38,353-\$51,396) to 520 (\$46,493-\$62,306)
Code Compliance Official	520 (\$46,493-\$62,306) to 526 (\$56,262-\$75,396)
Housing and Community Development Director	530 (\$62,775-\$84,124) to 533 (\$67,660-\$90,671)
Payroll Assistant	509 (\$28,584-\$38,305) to 511 (\$31,840-\$42,668)
Payroll Technician	512 (\$33,467-\$44,850) to 515 (\$38,353-\$51,396)

SECTION 3. The Town Council of the Town of Davie does hereby authorize the following job classification title amendments to the Town of Davie classification and compensation plan effective on the first day of Fiscal Year 2003:

Housing and Community Development Programs Director to Housing and Community Development Director
Planner III to Planning Supervisor

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2002

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2002

CLASS SPECIFICATION

CHIEF CODE COMPLIANCE INSPECTOR

GENERAL STATEMENT OF JOB

Under supervision of the Code Compliance Official performs responsible administrative and investigative work supervising and enforcing Town of Davie codes and ordinances programs. Is responsible for inspecting, investigating and prosecuting violations of the Town of Davie Code and other codes and ordinances applicable to property within the Town. Is responsible for reviewing complaints, Notices of Violation, and documents related to activities of Code Compliance Inspectors to determine adherence to the accepted Town practices for the enforcement of codes and ordinances. Reports to the Code Compliance Official.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Reviews field work and performance of code compliance inspectors, and reports same to the Code Compliance Official;

Performs research and compiles data for special projects and reports, as necessary or as assigned, ensuring completion by specified deadlines and in accordance with defined goals and objectives;

Plans, organize, and directs all code compliance activities in the Town.

Conducts field inspections.

Confers with and advises the general public concerning problems and complaints;

Attends meetings, seminars and other public forums on behalf of the Code Compliance Official as necessary.

Investigates complaints of code violations and initiates investigations of code violations observed; conducts follow up inspections where code violations have previously occurred.

Maintains records and correspondence, including letters of violation and affidavits; performs research to prepare cases against violations.

Delivers or coordinates delivery of violation notices; contacts and coordinates witness appearances.

Implements established policies, directives and objectives of the department and the Town through code compliance procedures and techniques.

ADDITIONAL JOB FUNCTIONS

Performs other related work as assigned.

Chief Code Compliance Inspector
MINIMUM TRAINING AND EXPERIENCE

High School Diploma supplemented by two (2) years of college level coursework in Public, Business Administration, Social Sciences, Police Administration, or a related field, plus 3 years of experience in a compliance capacity, such as law enforcement, code compliance, zoning compliance, or related public oriented situation; Levels I, II, III certification required from Florida Association of Code Enforcement (F.A.C.E.); or any equivalent combination of education, training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including computer, copier, survey systems, design equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the work sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving and giving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of reports, letters and memos budget reports, assessment surveys and permits, code regulations, inspections reports, etc. Requires the ability to prepare correspondence, forms, studies, assessments, municipal code development etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in technical and/or professional languages including engineering, legal, construction, and regulatory terminology used within the parameters of the job.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide, utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires ability to coordinate hands and eyes rapidly and accurately using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Chief Code Compliance Inspector

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the Town Code of ordinances and other applicable ordinances and regulations, or demonstrated ability to acquire same. Has considerable knowledge and understanding of established department policies, procedures, directives and objective, and ability to adjust to changes in same. Has considerable knowledge of investigative methods, procedures and techniques. Has general knowledge of the current literature, trends and developments in the field of code compliance. Has working knowledge of Town geography. Possesses skills necessary to satisfactorily identify code violations in the field, and process violations in accordance with established policies, procedures, directives and objectives. Is able to effectively and efficiently handle code compliance complaints and violations within the framework of established department policies, procedures, directives and objectives. Is able to plan, organize and complete work assignments in situations involving numerous demands and priorities. Is able to exercise independent judgment and initiative in applying standards to a variety of work situations. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships with other employees, subordinates, the general public and Town officials, and as otherwise necessitated by work assignments. Is able to exercise considerable tact and firmness in communicating with the public and other staff.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Chief Code Compliance Inspector

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the assigned work area. Knows and understands the expectations of the department regarding the activities of the assigned work area and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the assigned work area. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving work objectives. Organizes, arranges and allocates manpower and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the assigned work area.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all departmental matters affecting them and/or of concern to them.

Staffing: Works with department management to recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Chief Code Compliance Inspector

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet work goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the assigned work area. When a particular policy, procedure or strategy does not appear to be achieving the desired result, informs and interacts with supervisory personnel to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the assigned work area. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of departmental policies regarding the assigned work area. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews department policies in order to ensure that any changes in philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

FIRE RESCUE CAPTAIN

GENERAL STATEMENT OF JOB

Under limited supervision, provides highly responsible administrative, operational and technical support in the daily coordination of EMS, firefighting, training and safety, and community service operations provided by the fire-rescue department. Instructs, monitors, evaluates and supervises personnel; ensures compliance with all operating guidelines, rules and regulations, and standard operating procedures, and common medical protocols. Supervises department personnel while engaged in fire suppression activities; extrication, rescuing persons from entrapment and fires; or while treating the ill and injured. Employee shall confer with their immediate supervisor on difficult fire-rescue department situations, important administrative decisions, and on significant exceptions of established practices. Employee may be assigned to operational shifts or administrative support positions. Employee will report directly to a Battalion Chief or designee as determined by the Fire Chief.

ASSIGNED TO OPERATIONS

Primary concerns of those assigned to Fire Rescue Captain in the Operations Division are the emergency and non-emergency activities of both fire and EMS components of the Fire Rescue Department with special emphasis on EMS/Safety operations. It is a highly responsible supervisory position in Emergency Medical Services, firefighting and training duties involving technical direction and/or command of fire fighting companies, medical rescue units, and personnel involved in training functions. The Fire Rescue Captain shall report to their immediate supervisor, but shall receive medical direction and functional job responsibilities from the department's Medical Director or designee. Assignment and/or promotion to the position of Fire-Rescue Captain as EMS/Safety Officer shall be the sole responsibility of the Fire Chief, after consultation with the Medical Director for medical related activities.

ASSIGNED TO ADMINISTRATION

Primary concerns of those assigned to Fire Rescue Captain in the Administrative Division are the emergency and non-emergency activities of both fire and EMS components of the Fire Rescue Department with an emphasis on special operations and training, communications, quality assurance, fleet services, computerization and electronic media, facilities maintenance activities, logistics and other related administrative assignments. Assignment to the position of Fire-Rescue Captain in the Administrative/Support Services Division shall be the sole responsibility of the Fire Chief.

General and specific assignments are received from the Battalion Chief or designee and work is performed with latitude for the use of independent judgment in the selection of work methods and procedures subject to review by conference, analysis of reports, evaluations and program effectiveness. Fire Rescue Captain(s) shall have functional authority and direct supervisory responsibilities in pre-hospital medical and safety related matters involving operations and personnel assigned to a shift, and in administrative/support related matters as directed by the Fire Chief or designee. Fire Rescue Captains may be subject to after hours recall and reassignment. Fire Rescue Captain(s) may be assigned additional responsibilities and other related duties as may be necessary, including fire suppression, extrication, training and community service operations.

Fire Rescue Captain

ILLUSTRATIVE EXAMPLE OF WORK

ESSENTIAL JOB FUNCTIONS

The Fire Rescue Captain will be held responsible for the conduct and efficiency of the members under his/her supervision.

Participates in a continuous training program to improve competence in medical clinical work and in MRU service and operations; maintains knowledge of new or modified operational protocols and procedures; studies street and road patterns and networks of the Town in order that future runs may be made with minimum difficulty and delay.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, appraising and disciplining, etc., submitting such records and reports as required by department.

Reviews completed medical and fire incident reports and other activity reports, and submits them in accordance with established policies and procedures.

Ensures that daily schedule is followed by all assigned personnel, defines priorities and makes work assignments.

Maintains Fire Rescue Captain's Daily Log to ensure appropriate dissemination of information to other Fire Rescue personnel and staff as may be necessary.

Participates in training subordinate employees and evaluating their performance, handles disciplinary matters and solves employee problems; and maintains time and attendance records.

Evaluates performance of department officers, recommends change of status for probationary employees or officers, screens and interviews new applicants to department.

Participates or assists in the coordination of community service activities, special assignments and related special details.

Assist, when directed, with Quality Assurance (QA) issues. Reviews and forwards evaluation forms to the Fire Chief or designee.

Analyzes need and develops recommendations or specifications for Fire/EMS vehicles, equipment and supplies to be purchased by department. Reviews periodicals, catalogs and other literature as appropriate, to enhance or maintain knowledge of vehicles, equipment and supplies available and applicable to Fire/EMS operations.

Documents any problems, makes recommendations for change in the common medical protocols, operations guidelines and standard operating procedures and other policies and procedures as needed to improve the efficiency and effectiveness of the department's Fire/EMS services to their immediate supervisor and staff officers.

In the event of a medical treatment discrepancy, the Fire Rescue Captain shall assume and maintain control of patient treatment. When necessary the Fire Rescue Captain will refer the matter to on-line medical control and treat to the highest level protocol.

Fire Rescue Captain

Essential Functions (continued)

Evaluates, establishes and schedules training programs. Conducts research and prepares materials to be used in training program. Supervises and participates in teaching of established courses.

Conducts various training courses, workshops, classes, etc., for personnel in a variety of emergency response procedures or topics; coordinates registration of personnel in training courses provided by community colleges or other qualified institutions, as appropriate; coordinates with department supervisory personnel to plan individual's availability to attend training programs.

Responds to medical emergencies, fire alarms, emergencies and other events and commands the work of engine companies, aerial companies and medical rescue units on the fire ground or emergency scene. Assist the Battalion Chief in the preparation and development of plans for the efficient operation of the fire department shift operations.

Supervises and participates in investigations; enforces policies, procedures and rules and regulations of the department and assures that all equipment and facilities are maintained and in operable condition at all times.

May recommend personnel assignments, evaluations and discipline of subordinates to immediate supervisor.

Directs assigned projects overall and administers training programs of the fire department; will direct and assist field training officers as necessary.

May assume the responsibilities of Battalion Chief in their absence, by performing their duties as required.

Responsible for assisting the Battalion Chief or designee with the coordination of pre-hospital medical services. Duties may include, but not limited to, deployment of vehicles and equipment, and scheduling or assignment of medically certified personnel and training.

Is responsible for assisting the Incident Commander or designee with the coordination and mitigation of Mass Casualty Incidents (MCI), by utilizing the established Simple Triage And Rapid Treatment (START) and Incident Management System (IMS) guidelines, including but not limited to being designated as Sector Officer or other related functions.

Notifies the Battalion Chief or designee of all issues or discrepancies, which may disrupt or interfere with the department's ability to provide timely and efficient services.

Monitors and ensures that all personnel assigned to their shift, adhere to approved Common Medical Protocols, Operational Guidelines and Standards and other policies and procedures as set forth by the Fire Chief and Medical Director.

Continuously keeps informed as to the status of MRU's and equipment, as well as emergency department diversion status in order to maintain the highest level of pre-hospital medical care possible. Ensures the medical equipment and supplies inventory in their charge, are accounted for at all times and shall make supplies available for the restocking of stations and MRU's.

Evaluates Firefighter/Paramedics and Firefighter/E.M.T.'s in the field and hospital settings and prepares written skills evaluation forms as required by policy or when directed. Included in this evaluation process is the responsibility of informing the person being evaluated as to the evaluation criteria, evaluation process, and the results of their evaluation through discussion, critiques and review of records.

Fire Rescue Captain

Essential Functions (continued)

Assist in periodic testing of Fire/EMS skills and knowledge examinations when requested.

Assist in teaching in-service Fire and EMS procedures, proper use of fire and medical rescue equipment, fire and medical protocols, fire and medical operations procedures and standards, and Basic and Advanced Life Support skills to all department personnel on a scheduled or as needed basis.

Responds to alarms, provides input and sector support to the Incident Commander; or in the absence of the Incident Commander directs the work of responding companies pending arrival of a superior officer, in accordance with existing practices and procedures.

Responds to complex or large-scale emergency response calls and directs emergency medical service activities; determines necessity for additional apparatus and personnel; performs necessary rescue work in accordance with established protocols for Basic and Advanced Life Support; provides such medical attention as necessary and within training and qualifications of a Paramedic, including use of suction units, immobilization equipment, intravenous infusions, military anti-shock trousers (M.A.S.T. pants), syringes and medications, and automatic cardiac/defibrillator monitors.

Supervises and coordinates emergency medical services operation; ensures that equipment is in working condition, that material and supplies on each vehicle are ample and that each mobile unit is staffed with qualified personnel; assigns and schedules subordinate EMT and/or Paramedic staff to ensure efficient and effective EMS operations.

Performs periodic inspections and inventories of all stations, apparatus, equipment and personnel as necessary and prepares written inspection reports for administrative review.

Performs any or all firefighting/rescue duties at the scene of a fire. Removes persons from danger; administers first aid to injured persons. Participates in water rescue incidents and specialty team instructional sessions.

Performs public relation duties; such as, speaking to community groups and the general public concerning Fire/EMS services, fire prevention and safety, emergency management and other related topics.

Supervises, coordinates or participates in the maintenance of department buildings and facilities, equipment and fire station grounds, vehicles and apparatus as required.

Ensures that the routine schedule for the day is followed by all assigned personnel; defines priorities and makes work assignments.

Participates in training of subordinate employees and appraising their performance; maintains time and attendance records. Attends, coordinates or participates in training sessions in the areas of firefighting techniques, equipment techniques, medical rescue techniques, special operations and other related activities.

Maintains station log of firefighting and related activities that occur during a shift; completes and reviews all incident reports and related paperwork for the assigned shift.

Be thoroughly familiar with all aspects of Fire/EMS operations, and have a firm working knowledge of all Fire/EMS equipment and possess the ability to troubleshoot problems.

Fire Rescue Captain

Essential Functions (continued)

Requisitions all necessary Fire/EMS supplies and equipment for emergency and non-emergency activities of the fire department when assigned to administration or operations.

The Fire Rescue Captain shall be prompt and efficient in the application of his/her duties.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITY

Maintain a high degree of physical fitness and the ability and strength to function under adverse conditions.

Extensive knowledge and demonstrated ability in the principles and practices of modern Fire/EMS services and procedures; safety functions; thorough knowledge and understanding/comprehension of the rules and regulations of the fire rescue department; ability to effectively supervise uniformed and clerical personnel in a manner conducive to full performance and high morale; ability to prepare clear and comprehensive reports; familiarity with all written reports utilized in the department; ability to train subordinates in firefighting, EMS practices and Special Operations; ability to administer programs and specialty support services; ability to speak effectively; ability to establish and maintain effective working relationships with other employees and the general public.

Have considerable knowledge of the geography of the Town of Davie, including location of streets, rivers, canals and all appropriate medical facilities; including considerable knowledge of Fire/EMS districts, contractual areas, mutual and automatic aid districts and other response areas.

Be able to analyze situations correctly and quickly and to adapt effective courses of action, with due regard to surrounding hazards and circumstances. Exhibit resourcefulness in emergencies and non-emergencies with proven ability to direct and command personnel.

General knowledge of the structure and functions of the Town of Davie government and operating departments; including but not limited to inter-department procedures and services.

MINIMUM TRAINING AND EXPERIENCE

Five (5) years of continuous service with the Davie Fire Rescue Department. Service time required will be decreased by one (1) year with an acceptable, job related Associate Degree or higher.

Must have served as an Acting Fire Lieutenant, Fire Lieutenant or higher in the Davie Fire Rescue Department, with a minimum of one (1) year experience as a supervisory officer.

Graduation from college with a job related Associates Degree or Fire Officer I certificate preferred and supervisory experience in fire fighting and rescue operations; or any equivalent combination of Fire/EMS training and experience which provides the required knowledge, skills and abilities.

Possess and maintain a valid State of Florida Class D driver's license with E endorsement

Fire Rescue Captain

SPECIAL REQUIREMENTS

Possess a Florida State Paramedic certification a minimum of three (3) years in accordance with the State of Florida, and meet the medical qualifications, standards and guidelines in effect at the time of assignment and/or promotion. Two (2) years of service assigned as a Firefighter/Paramedic on the Davie Fire Rescue Department. (When Assigned to Operations)

Shall have or be able to obtain certification as a Firefighter/Paramedic or Firefighter/ Emergency Medical Technician, or meet the medical qualifications, standards and guidelines in effect at the time of assignment or promotion. (When Assigned to Administration)

Ability to possess and maintain an American Heart Association Advanced Life Support and CPR certification, Pediatric Advanced Life Support (PALS), or Basic Trauma Life Support (BTLS) certification. May be required to acquire BTLS, ACLS, and PALS and CPR Instructor certifications within one year of promotion. (When Assigned to Operations/Training)

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including various fire fighting equipment, audio-visual equipment, and common office equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are those for very heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates, and receiving information from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, charts, forms, etc.,. Requires the ability to prepare correspondence, reports, forms, lectures, etc., using prescribed formats. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to define problems, collect data, establish facts, draw valid conclusions; and interpret an extensive variety of technical instructions in diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently

in a variety of technical or professional languages including emergency response codes, fire and medical terminology.

Fire Rescue Captain

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and fire fighting equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as fire fighting equipment and office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.). Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the principles, methods, and equipment used in fire fighting, fire prevention and rescue operations. Has general knowledge of basic emergency medical procedures and techniques. Has general knowledge of street layout, buildings and the location of fire hydrants in their respective districts. Has general knowledge of applicable laws and ordinances and of departmental policies, procedures and regulations. Has general knowledge of the operating characteristics and service requirements of the departmental equipment and apparatus. Has some knowledge of the principles of supervision, organization and administration. Is skilled in handling firefighting equipment as prescribed by departmental standard operating procedures. Is able to plan, assign and supervise the work of subordinates. Is able to analyze situations correctly and adopt effective courses of action, with due regard to surrounding hazards and circumstances. Is able to train and instruct firefighters in modern firefighting principles, practices, and procedures. Is able to exercise initiative in meeting and resolving emergency situations. Is able to prepare and maintain routine work records and reports. Is able to report to work on 24-hour, call-in basis. Is able to establish and maintain effective working relationships as necessitated by work assignments. Has physical strength and agility to perform prolonged and arduous work under adverse conditions when required.

Fire Rescue Captain

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises independent judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in

order to maintain good will within the Town. Interacts effectively with fellow employees, superiors, professionals and the general public.

Fire Rescue Captain

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the department regarding the activities of the shift and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the shift and department. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving shift objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the shift.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet shift and department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Fire Rescue Captain

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the shift. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the shift. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town and department policies regarding the shift. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews shift policies in order to ensure that any changes in departmental philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and shift morale and performance.

CLASS SPECIFICATION

FIRE DIVISION CHIEF

GENERAL STATEMENT OF JOB

Under the direction of the Fire Chief or designee, performs technical supervisory work in directing fire/EMS personnel, specialty services, administrative and support services, fire prevention/life safety and building programs and activities. This is a highly responsible staff position coordinating the emergency and non-emergency activities of the Department as assigned.

An employee in this class of work is responsible for performing various administrative assignments of considerable difficulty relating to planning, organizing, directing, supervising, and participating in one of the following areas: Fire and Emergency Medical Service Operations, Training and Special Operations, Administration and Support Services or Fire/Life Safety. An important aspect of working in this class is ensuring that personnel activities are accomplished in conformance with Town and departmental policies, collective bargaining agreements and other pertinent rules and regulations. Employees serve at the scene of major fires and other emergencies when required and are expected to maintain proficiency in modern firefighting techniques. Considerable initiative and independent judgment is required in establishing programs and procedures for the area of assignment. Typically a forty (40) hour work week is assigned. However, employees are subject to recall during off-duty hours when emergencies arise. Under the direction of the Deputy Fire Chief, work is reviewed through conferences, staff meetings and reports submitted.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises the daily duties of Town's Fire Code Official/Fire Marshal.

Promotes public relations and educational seminars for the public; delegates authority to subordinate employees to enforce the provisions of the fire codes and building codes.

Oversees the research and preparation of recommendations regarding fire protective/preventive legislation.

Assists in the preparation of the budget and expenditures. Monitors and approves expenditures and requisitions; reviews and approves all building division payrolls; manages building division's financial activities including, but not limited to, billing for services and licenses.

Assists with the planning, organizing, directing, supervising, training, scheduling and coordinating of professional technical and clerical staff in fire, rescue and emergency medical services and in building division functions.

Oversees pre-fire planning with businesses; examines and approves architectural drawings, diagrams and distributes related information.

Represents Fire-Rescue Department on Town Committees as may be required.

Oversees fire safety inspections, such as annual re-inspections of violations, minimum housing, certificate of occupancy and occupational licenses; issues fire safety inspections reports, fire safety inspections and other fire related duties.

EXHIBIT 3

Fire Division Chief

Prepares periodic reports, such as Monthly Fire Prevention and Building Division reports; attends staff meetings and chairs Quality Assurance meeting.

Responds to emergencies when necessary to assist subordinate Chief Officers, in the performance of fire/EMS incident management, to coordinate mutual aid or automatic aid responses or related activities in multiple alarms, disasters, complex or major incidents as defined by department policy.

Recognizes hazardous material situations; makes identification of unknown substances through the use of specialized testing equipment, sets up decontamination procedures, assists agencies in the removal/disposal of hazardous materials.

The list of essential functions, as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Oversees routine station maintenance and duties.

Oversees station tours; provides public information, where authorized. Attends various community and municipal meetings as the Fire-Rescue Department representative; serves on boards and committees as requested.

Supervises or performs duties of Firefighter, EMT, or Paramedic as required.

Performs routine office functions, such as filing, faxing, answering phones, and copying.

Knowledge of the basic operation of all firefighting equipment and procedures, medical equipment and procedures, and special operations and may be necessary.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Fire Officer I Certification, or sixty five (65) credits towards an Associated of Fire Science Degree, supplemented by a minimum of five (5) years work experience in a supervisory role in Fire Operations or Inspections, as Fire Marshal, Fire Lieutenant, Fire Captain, or Battalion Chief. A Bachelor's Degree in related field is preferred.

SPECIAL REQUIREMENTS

- State Fire Standards Certification of Compliance
- EMT certification minimum, Paramedic certification preferred
- State of Florida Class "D" Driver's License with "E" Endorsement
- EVOC Certificate
- State of Florida Fire Safety Inspector certification
- Broward County Inspector certification

Fire Division Chief

Special Requirements (continued)

To serve as Fire Marshall, under the provisions of the Florida Building Code, and Board of Rules and Appeals, the following standards for Fire Marshal shall apply.

- A Florida Registered Professional Engineer and/or a Degree in Fire Science and/or a Degree in Fire Prevention and must have been certified as County Fire Inspector for three (3) years; or
- A Town Certified Fire Plans Examiner with at least five (5) years of experience which shall have been within the jurisdiction of the Code; or
- Ten (10) years experience as a Fire Inspector, five (5) years of which shall have been within the jurisdiction of this Code; or
- Fire Protection Systems certification and Blueprint Reading and Plans Review certification preferred.
- Have been fulfilling the duties of a Fire Marshall/Fire Code Official with five (5) year's continuous service prior to July 1, 1988.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including various fire fighting equipment, audio-visual equipment, and common office equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are those for very heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates, and receiving information from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, charts, forms, etc. Requires the ability to prepare correspondence, reports, forms, lectures, etc., using prescribed formats. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to define problems, collect data, establish facts, draw valid conclusions; and interpret an extensive variety of technical instructions in diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, fire and medical terminology.

Fire Division Chief

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and fire fighting equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as fire fighting equipment and office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.). Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the principles, methods, and equipment used in fire fighting, fire prevention and rescue operations. Has general knowledge of basic emergency medical procedures and techniques. Has general knowledge of street layout, buildings and the location of fire hydrants in their respective districts. Has general knowledge of applicable laws and ordinances and of departmental policies, procedures and regulations. Has general knowledge of the operating characteristics and service requirements of the departmental equipment and apparatus. Has some knowledge of the principles of supervision, organization and administration. Is skilled in handling firefighting equipment as prescribed by departmental standard operating procedures. Is able to plan, assign and supervise the work of subordinates. Is able to analyze situations correctly and adopt effective courses of action, with due regard to surrounding hazards and circumstances. Is able to train and instruct firefighters in modern firefighting principles, practices, and procedures. Is able to exercise initiative in meeting and resolving emergency situations. Is able to prepare and maintain routine work records and reports. Is able to report to work on 24-hour, call-in basis. Is able to establish and maintain effective working relationships as necessitated by work assignments. Has physical strength and agility to perform prolonged and arduous work under adverse conditions when required.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Fire Division Chief

Performance Indicators (continued)

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises independent judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, superiors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the department regarding the activities of the shift and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the shift and department. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving shift objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the shift.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Fire Division Chief

Performance Indicators (continued)

Staffing: Works with other department officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet shift and department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the shift. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the shift. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town and department policies regarding the shift. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews shift policies in order to ensure that any changes in departmental philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and shift morale and performance.

CLASS SPECIFICATION

FIRE INSPECTOR SUPERVISOR

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of administrative, technical and supervisory duties related to fire inspection and prevention. Performs site inspections as needed to ensure compliance with all applicable laws, codes and standards related to fire prevention and life safety. Develops public information programs and implements activities to directly communicate with the community on fire safety and prevention issues. Performs the necessary functions and operations to efficiently and effectively protect the lives and property of those in need of assistance. Employee confers with their immediate supervisor on difficult fire-prevention situations, important administrative decisions, and on significant exceptions of established practices. Supervises the work of subordinate Fire Inspection personnel and makes assignments and schedules as necessary. Employee may be assigned to special events or other administrative support duties. Performs related work as required. Employee will report directly to the Fire Marshal or designee as determined by the Fire Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs a variety of duties related to supervision of subordinate Fire Inspection personnel, including but not limited to scheduling, review of work assignments, and quality of performance. Performs employee evaluations and reviews in accordance with established practices.

Assists the Fire Chief or designee in developing, promoting, coordinating and conducting fire and life safety activities in the community.

Participates in the work of fire and life safety inspections and assists other fire inspectors as necessary.

Administers, inspects, prepares written plan/inspection reports as required, notes any code violations, and makes recommendations for fire and life safety improvements to structures or facilities as may be necessary.

Reviews documents, completes necessary forms or other activity reports, and submits them in accordance with established policies and procedures.

Conducts site inspections to ensure compliance with all applicable codes, laws and standards.

Maintains records of scheduled and completed assignments; documents findings in narrative and statistical reports, to ensure appropriate dissemination of information to other Fire Rescue personnel and Town of Davie staff as may be necessary.

May review site plans, final engineering plans, new construction and remodeling plans, etc., to ensure that they comply with state law, state Fire Marshal's Uniform Rules and Standards, Florida Accessibility Code, Florida Building Codes, adopted National Fire Protection Association Standards, and the Town of Davie Code as they relate to fire and life safety.

Develops, coordinates and conducts fire and life safety activities which involve providing public education on fire prevention and safety issues. Gives talks, demonstrations and presentations before community associations, civic and school groups.

EXHIBIT 4

Fire Inspector Supervisor

Essential Functions (continued)

Participates or assists in the coordination of community service activities, special assignments and related special details. Promotes the installation of smoke detectors and related fire safety devices.

Assists with the testing of fire related systems either with other fire inspectors or building inspectors. Issues corrective mandates, warnings and/or citations for fire code violations.

Evaluates, conducts research and prepares materials to be used in providing testimony regarding potential code violations.

Analyzes need and develops recommendations or specifications for Fire/Life Safety improvements in the Town of Davie. Reviews periodicals, catalogs and other literature as appropriate, to enhance or maintain knowledge of Fire/Life Safety operations. Keeps abreast of new technology, methods and regulations for fire prevention operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

Documents any problems, makes recommendations for change in the operations guidelines and standard operating procedures and other policies and procedures as needed to improve the efficiency and effectiveness of the department's Fire/Life Safety services to their immediate supervisor and staff officers.

Responds to public complaints regarding potential code violations. Researches and interprets fire codes in accordance with established practices. Resolves compliance problems with owners, engineers, contractor's, etc., within scope of knowledge and authority.

Consults with Fire Chief, Deputy Chief, Fire Marshal or Division Chiefs on conditions, issues or problems that cannot be readily resolved.

May assume the responsibilities of the Fire Marshal in his/her absence, by performing their duties as required.

Shall be prompt and efficient in the application of his/her duties. Performs all duties in accordance with all licenses and certifications.

Responds to fire and emergency calls as necessary. May participate in fire suppression, rescue, hazardous material response and other emergency and non-emergency functions and activities when called upon.

Performs all duties in conformance with federal laws, state statutes and City/County ordinances.

Performs general administrative/office work, including but not limited to attending meetings, reviewing mail and literature, preparing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, etc.

Operates a vehicle, and various office machines including calculator, computer, two-way radio, fax machine, copier, and other office equipment, etc. Knowledge of and ability to operate fire service testing equipment, suppression equipment, rescue equipment and other specialized equipment.

Supervises and/or participates in the maintenance, inspection, testing of fire suppression systems as required.

Performs related work as required.

Fire Inspector Supervisor

KNOWLEDGE, SKILLS AND ABILITY

Maintain a high degree of integrity and professional demeanor.

Extensive knowledge and demonstrated ability in the principles and practices of modern Fire/Life Safety services and procedures; thorough knowledge and understanding/comprehension of Fire/Life Safety Codes, the rules and regulations of the fire rescue department, and the Town of Davie; ability to effectively communicate in a manner conducive to full performance and high morale; ability to prepare clear and comprehensive reports; familiarity with all written reports utilized in the department; ability to work with contractors, engineers and architects; ability to administer specialty services to customers; ability to speak effectively; ability to establish and maintain effective working relationships with other employees and the general public.

Be thoroughly familiar with all aspects of Fire/Life Safety operations, and have a firm working knowledge of all Fire/Life Safety equipment and possess the ability to troubleshoot problems.

Have considerable knowledge of the geography of the Town of Davie, including location of streets, rivers, canals and all appropriate facilities; including considerable knowledge of industrial/commercial districts, residential communities, hazardous businesses and occupancies or other significant areas of development.

Be able to analyze situations correctly and quickly and to adapt effective courses of action, with due regard to hazardous circumstances. Exhibit resourcefulness in handling emergency and non-emergency situations.

General knowledge of the structure and functions of the Town of Davie government and operating departments; including but not limited to inter-department procedures and services.

MINIMUM TRAINING AND EXPERIENCE

Ten (1) years of experience as a firefighter, five (5) years of which shall be continuous service with the Davie Fire Rescue Department; must include five years (5) of which shall have been or shall be a Broward County and State of Florida Certified Fire Inspector.

Requires a vocational/technical diploma in a related field in accordance with the Board of Rules and Appeals, supplemented by three to five years of experience and training in fire inspections, plans review and code enforcement, or equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Possess and maintain a valid State of Florida Class D driver's license with "E" endorsement

SPECIAL REQUIREMENTS

Must hold a current Florida Certificate of Compliance as a Firefighter. Must possess a Broward County Fire Inspector Certificate and a State of Florida Fire Inspector Certificate, as certified by the Broward County Board of Rules and Appeals.

Fire Inspector Supervisor

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including various fire fighting equipment, audio-visual equipment, and common office equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are those for very heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates, and receiving information from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, charts, forms, etc. Requires the ability to prepare correspondence, reports, forms, lectures, etc., using prescribed formats. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to define problems, collect data, establish facts, draw valid conclusions; and interpret an extensive variety of technical instructions in diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, fire and medical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and fire fighting equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as fire fighting equipment and office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Fire Inspector Supervisor

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.). Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the principles, methods, and equipment used in fire fighting, fire prevention and rescue operations. Has general knowledge of basic emergency medical procedures and techniques. Has general knowledge of street layout, buildings and the location of fire hydrants in their respective districts. Has general knowledge of applicable laws and ordinances and of departmental policies, procedures and regulations. Has general knowledge of the operating characteristics and service requirements of the departmental equipment and apparatus. Has some knowledge of the principles of supervision, organization and administration. Is skilled in handling firefighting equipment as prescribed by departmental standard operating procedures. Is able to plan, assign and supervise the work of subordinates. Is able to analyze situations correctly and adopt effective courses of action, with due regard to surrounding hazards and circumstances. Is able to train and instruct firefighters in modern firefighting principles, practices, and procedures. Is able to exercise initiative in meeting and resolving emergency situations. Is able to prepare and maintain routine work records and reports. Is able to report to work on 24-hour, call-in basis. Is able to establish and maintain effective working relationships as necessitated by work assignments. Has physical strength and agility to perform prolonged and arduous work under adverse conditions when required.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Fire Inspector Supervisor

Performance Indicators (continued)

Judgment: Exercises independent judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, superiors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the department regarding the activities of the shift and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the shift and department. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving shift objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the shift.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Fire Inspector Supervisor

Performance Indicators (continued)

Staffing: Works with other department officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet shift and department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the shift. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the shift. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town and department policies regarding the shift. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews shift policies in order to ensure that any changes in departmental philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and shift morale and performance.

CLASS SPECIFICATION

FIRE PLANS EXAMINER

GENERAL STATEMENT OF JOB

Under limited supervision, reviews all building plans, final engineering plans, new construction and remodeling plans, etc., and performs site inspections to ensure compliance with all applicable laws, codes and standards related to fire prevention and life safety. Employee shall confer with their immediate supervisor on difficult fire-prevention situations, important administrative decisions, and on significant exceptions of established practices. Employee may be assigned to special events or other administrative support duties. Performs related work as required. Employee will report directly to the Fire Marshal or designee as determined by the Fire Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists the Fire Chief or designee in developing, promoting, coordinating and conducting fire and life safety activities.

Participates in the work of fire and life safety inspections and assists other fire inspectors as necessary.

Administers, inspects, prepares written plan/inspection reports as required, notes any code violations, and makes recommendations for fire and life safety improvements to structures or facilities as may be necessary.

Reviews documents, completes necessary forms or other activity reports, and submits them in accordance with established policies and procedures.

Conducts site inspections to ensure compliance with all applicable codes, laws and standards.

Maintains records of scheduled and completed assignments; documents findings in narrative and statistical reports, to ensure appropriate dissemination of information to other Fire Rescue personnel and Town of Davie staff as may be necessary.

Reviews all site plans, final engineering plans, new construction and remodeling plans, etc., to ensure that they comply with state law, state Fire Marshal's Uniform Rules and Standards, Florida Accessibility Code, Florida Building Codes, adopted National Fire Protection Association Standards, and the Town of Davie Code as they relate to fire and life Safety.

Meets with developers, contractors, engineers, architects, and the public to provide guidance and information concerning code compliance procedures.

Participates or assists in the coordination of community service activities, special assignments and related special details.

Fire Plans Examiner

Essential Functions (continued)

Assists with the testing of fire related systems either with other fire inspectors or building inspectors.

Prior to the issuance of any permit for construction, erection, alterations, repair or demolition the Fire Plans Examiner shall review all plans and/or specification in conjunction with the Building Department. Plans and/or specifications that are rejected, as stated herein, shall be returned for correction.

Evaluates, conducts research and prepares materials to be used in providing testimony regarding potential code violations.

Analyzes need and develops recommendations or specifications for Fire/Life Safety improvements to Town of Davie facilities and operational procedures. Reviews periodicals, catalogs and other literature as appropriate, to enhance or maintain knowledge of Fire/Life Safety operations.

Documents any problems, makes recommendations for change in the operations guidelines and standard operating procedures and other policies and procedures as needed to improve the efficiency and effectiveness of the department's Fire/Life Safety services to their immediate supervisor and staff officers.

Responds to public complaints regarding potential code violations. Researches and interprets fire codes in accordance with established practices.

Consults with Fire Chief, Deputy Chief, Fire Marshal or Division Chiefs on conditions, issues or problems that cannot be readily resolved.

Keeps abreast of new technology, methods and regulations for fire prevention operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

Operates a vehicle, and various office machines including calculator, computer, two-way radio, fax machine, copier, etc.

May assume the responsibilities of the Fire Marshal or Fire Inspections Supervisor in their absence, by performing their duties as required.

The Fire Plans Examiner shall be prompt and efficient in the application of his/her duties. Performs all duties in accordance with all licenses and certifications.

Performs general administrative/office work, including but not limited to attending meetings, reviewing mail and literature, preparing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, etc.

Performs related work as required.

Fire Plans Examiner

KNOWLEDGE, SKILLS AND ABILITY

Maintain a high degree of integrity and professional demeanor.

Extensive knowledge and demonstrated ability in the principles and practices of modern Fire/Life Safety services and procedures; thorough knowledge and understanding/comprehension of Fire/Life Safety Codes, the rules and regulations of the fire rescue department, and the Town of Davie; ability to effectively communicate in a manner conducive to full performance and high morale; ability to prepare clear and comprehensive reports; familiarity with all written reports utilized in the department; ability to work with contractors, engineers and architects; ability to administer specialty services to customers; ability to speak effectively; ability to establish and maintain effective working relationships with other employees and the general public.

Be thoroughly familiar with all aspects of Fire/Life Safety operations, and have a firm working knowledge of all Fire/Life Safety equipment and possess the ability to troubleshoot problems.

Have considerable knowledge of the geography of the Town of Davie, including location of streets, rivers, canals and all appropriate facilities; including considerable knowledge of industrial/commercial districts, residential communities, hazardous businesses and occupancies or other significant areas of development.

Be able to analyze situations correctly and quickly and to adapt effective courses of action, with due regard to hazardous circumstances. Exhibit resourcefulness in handling emergency and non-emergency situations.

General knowledge of the structure and functions of the Town of Davie government and operating departments; including but not limited to inter-department procedures and services.

MINIMUM TRAINING AND EXPERIENCE

Ten (10) years of experience as a firefighter, five (5) years of which shall have been in continuous service with the Davie Fire Rescue Department, must include three (3) years of which shall have been and shall be a Broward County and state of Florida certified fire inspector; or

Five (5) years experience as a Broward County and state of Florida certified fire inspector.

Requires a vocational/technical diploma in a related field (in accordance with the Board of Rules and Appeals) supplemented by three to five years of experience and training in fire inspections, plans review and code enforcement, or equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Possess and maintain a valid State of Florida Class D driver's license with "E" endorsement

Fire Plans Examiner

SPECIAL REQUIREMENTS

Must hold a current Florida Certificate of Compliance as a Firefighter. Must possess a valid Class "E" Florida driver's license. Must possess a Broward County Fire Inspector Certificate and a State of Florida Fire Inspector Certificate. In addition, must be certified by the Broward County Board of Rules and Appeals.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including various fire fighting equipment, audio-visual equipment, and common office equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are those for very heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates, and receiving information from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, charts, forms, etc.. Requires the ability to prepare correspondence, reports, forms, lectures, etc., using prescribed formats. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to define problems, collect data, establish facts, draw valid conclusions; and interpret an extensive variety of technical instructions in diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, fire and medical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and fire fighting equipment.

Fire Plans Examiner

Manual Dexterity: Requires the ability to handle a variety of items such as fire fighting equipment and office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.). Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the principles, methods, and equipment used in fire fighting, fire prevention and rescue operations. Has general knowledge of basic emergency medical procedures and techniques. Has general knowledge of street layout, buildings and the location of fire hydrants in their respective districts. Has general knowledge of applicable laws and ordinances and of departmental policies, procedures and regulations. Has general knowledge of the operating characteristics and service requirements of the departmental equipment and apparatus. Has some knowledge of the principles of supervision, organization and administration. Is skilled in handling firefighting equipment as prescribed by departmental standard operating procedures. Is able to plan, assign and supervise the work of subordinates. Is able to analyze situations correctly and adopt effective courses of action, with due regard to surrounding hazards and circumstances. Is able to train and instruct firefighters in modern firefighting principles, practices, and procedures. Is able to exercise initiative in meeting and resolving emergency situations. Is able to prepare and maintain routine work records and reports. Is able to report to work on 24-hour, call-in basis. Is able to establish and maintain effective working relationships as necessitated by work assignments. Has physical strength and agility to perform prolonged and arduous work under adverse conditions when required.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Fire Plans Examiner

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises independent judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, superiors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Fire Plans Examiner

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the department regarding the activities of the shift and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the shift and department. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving shift objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the shift.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet shift and department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the shift. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the shift. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Fire Plans Examiner

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town and department policies regarding the shift. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews shift policies in order to ensure that any changes in departmental philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and shift morale and performance.

CLASS SPECIFICATION

INFORMATION SYSTEMS SUPERVISOR

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical work in supervising staff in the design, implementation, enhancement, maintenance and analysis of computer software systems, programs and operational routines. Oversees the overall maintenance of computer systems and related peripheral equipment to ensure the confidentiality and integrity of all information stored in the system. Reports to the Information Systems Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises the design, implementation, enhancement and maintenance of Database Management Systems, Data Communication Systems, Applications, and/or related software functions.

Supervises all aspects of the information systems, including, but not limited to, recommending acquisitions of all types of system hardware and software; development of training and educational programs associated with information systems department; supervising subordinate personnel; establishing and reviewing operating procedures; and assisting with the development of long-term operational needs of the Town.

Supervises the day-to-day department operations and employees; monitors the computer room environment; and coordinates preventive maintenance, emergency repairs and software updates with vendors.

Assures confidentiality and integrity of all data on the system through the use of user and file passwords, systemic backups and the storage of backup tapes at an off-site location.

Evaluates computer hardware and software needs and provides assistance in the selection of personal computer applications for various departments upon request.

Prepares procedures for computer room operations including disaster recovery, job streams and tape management; and maintains standards for program development and documentation within the Town.

Provides education and training in the use of computer applications and peripheral equipment and assists users with emergency difficulties.

Maintains existing application software by coordinating updates with appropriate vendors or writing program modifications to keep the software in compliance with federal, state and local regulations and current needs.

Designs and develops new software applications.

Performs other related duties as required.

Information Systems Supervisor

MINIMUM TRAINING AND EXPERIENCE

A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) credits in computer science or a related computer field, and five (5) years of experience preferably in the fields of IMB AS/400; Domino Server Administration with Active Directory; Lotus Notes email client support; Cisco router configuration; Ethernet and TCP/IP; and Symantec PCAnywhere; Adobe GoLive; telephone system administration and repair. At least two (2) years of experience supervising staff and/or projects in the Information Technology field; or an equivalent combination of training and experience. Such experience must be clearly documented as equivalent.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of computers and peripheral equipment including screwdriver, pliers, copiers, typewriters, and telephones, etc. Must be able to exert a negligible amount of force constantly to move objects. Physical demand requirements are those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, computer operational/maintenance manuals, invoices, purchase orders, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, computer programming, etc., with limited availability of prescribed formats, and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of computer languages.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Information Systems Supervisor

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the operating characteristics, capabilities, limitations, and service requirements of the information system and its auxiliary equipment employed in the current operations environment. Has considerable knowledge of the operation of electronic computer systems and all peripheral equipment. Has considerable knowledge of computer programming techniques and multi-programming techniques as they relate to information systems. Has considerable knowledge of the current literature, trends, and developments in the field of management information systems. Has considerable knowledge of Town policies and regulations affecting departmental operations. Has general knowledge of the principles of supervision, organization, and administration. Is able to analyze problems and develop systems statements in a form capable of being programmed and solved by a computer. Is able to analyze operations and to organize their component parts into a logical system. Is able to comprehend, analyze and interpret organizational and procedural problems and to make alterations in existing systems. Is able to plan, direct, and coordinate the work of subordinates. Is able to make presentations and to communicate ideas, programs and project intentions orally and in written form. Has ability to deal tactfully with people in non-supervisory situations in order to secure cooperation from management and all personnel affected by a project. Is able to perform a variety of duties involving frequent change and to work on several long-term projects simultaneously with frequent interruptions from users. Is able to exercise initiative in suggesting new computer applications and improvements to existing applications. Is able to exercise confidentiality and integrity to deal with unrestricted access to the entire Town's data.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Information Systems Supervisor

Performance Indicators (continued)

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes the work of subordinate staff. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Information Systems Supervisor

Performance Indicators (continued)

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

LEAD OPERATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible technical and supervisory work involving the daily operation of the water and wastewater plant operations and laboratory. Coordinates and supervises work activities of treatment plant personnel. Reports to the Superintendent of Operations.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Provides technical support and guidance in the work activities of treatment plant personnel.

Supervises the activities of subordinates in their performance of maintenance, repair and operation of wastewater plant and laboratory.

Reviews the work of subordinates for completeness and accuracy; evaluates and make recommendations as appropriate.

Reports unusual or major problems to the Superintendent of Operations.

Ensures safe, effective operations of plant facilities in accordance with related State and Federal regulations.

Initiates corrective actions to plant malfunctions.

Maintains accurate and complete records on the plant operation and laboratory data.

Participates in new worker orientation; provides training and instruction to plant personnel.

Assists in formulating and implementing practice rules, techniques and procedures.

Ensures safe use of all treatment related supplies.

Ability to understand and follow oral and written instructions.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

Lead Operator

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED and five (5) years of treatment plant experience of which two (2) years must have been in mechanical and electrical repair, preferably in a water or wastewater system environment. One (1) year of supervisory experience required. Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

SPECIAL REQUIREMENTS

Possession of a minimum Class “B” treatment license in water/wastewater treatment with the State of Florida Department of Professional Regulation. Possession of a valid Class “E” Florida Driver’s license and a good driving record.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computer, calculator, various specialized power and hand tools, vehicles, telephone, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a up to 44 pounds constantly to move objects. Physical demand requirements are those for medium to heavy labor.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving and giving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of reports, forms, prints, etc.; requires the ability to prepare correspondence, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in technical and/or professional languages including engineering, utilities, mechanics, and others used within the parameters of the job.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Lead Operator

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires ability to coordinate hands and eyes rapidly and accurately using office and specialized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as motorized equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the hazards and safety precautions involved in water and waste water line maintenance work. Has considerable knowledge of the materials, methods, tools and equipment employed in the construction, maintenance and repair of water and waste water lines and related fixtures. Has considerable knowledge of Town geography. Has general knowledge of the principles and practices of water and wastewater line operation and maintenance. Is skilled in the use of tools and equipment employed in the construction, maintenance and repair of water and wastewater lines and related fixtures. Is able to read and interpret blueprints and engineering specifications. Is able to plan, assign, supervise and direct field crews. Is able to train subordinate personnel. Is able to exercise independent judgment and initiative in applying standards to a variety of work situations. Is able to exercise considerable tact and courtesy in dealing with public complaints concerning "back-ups" and other water and wastewater line problems. Is able to establish and maintain effective working relationships with subordinates and as otherwise necessitated by work assignments. Is able to understand and follow oral and written instructions. Is able to maintain readiness to work on a 24-hour, call-in basis.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Lead Operator

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Lead Operator

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the assigned work area. Knows and understands the expectations of the department regarding the activities of the assigned work area and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the assigned work area. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving work objectives. Organizes, arranges and allocates manpower and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the assigned work area.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all departmental matters affecting them and/or of concern to them.

Staffing: Works with department management to recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet work goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the assigned work area. When a particular policy, procedure or strategy does not appear to be achieving the desired result, informs and interacts with supervisory personnel to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the assigned work area. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of departmental policies regarding the assigned work area. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews department policies in order to ensure that any changes in philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

PROGRAMS SPECIALIST

GENERAL STATEMENT OF JOB

Under the supervision of the Housing and Community Development Director employee performs professional, technical, and promotional work assisting in the implementation of neighborhood revitalization and affordable housing grant projects and activities. Work includes client contact, administering housing rehabilitation grants, purchase assistance or other housing programs and/or Community Development Block Grant related activities and projects, including monitoring/reporting of the various grant functions and activities.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assist the Director in the preparation of CDBG, SHIP, and HOME grant applications, prepare required grant reports, and monitor grant-funded programs and activities as specified by the Federal and State grant regulations and guidelines.

Coordinate citizen participation process with the Town's adopted Citizen Participation Plan, coordinate workshops, and meetings on grant programs, provide meeting minutes and follow-up.

Provide technical assistance and training for non-profit organizations for housing and community development initiatives, and monitor sub-recipient grant agreements.

Provide housing counseling and referrals to Davie residents interested in State and Federal funded affordable housing programs and financial assistance

Coordinate the Fair Housing Outreach/ Education programs required by CDBG regulations, and interact with lenders, realtors, community groups, etc.

Research demographic information, prepare studies, and provide information necessary to update the Town's Analysis of Impediments to Fair Housing Choices.

Coordinate Federal Labor Standards activities for CDBG-funded projects i.e. compliance with Davis-Bacon Wage Rates, MEUR's, and hold preconstruction conferences

Undertake research related to data for Environmental Review Records and Certifications, and assist in the preparation of required environmental documents.

Input data into the HUD Integrated Data and Information System (IDIS) for drawdown transactions and for annual reports.

Perform other related work as required by the Department Director.

Program Specialist

MINIMUM TRAINING AND EXPERIENCE

Bachelors Degree in Public Administration, Planning, Business Administration or a closely related field; three (3) years experience in housing and community development work; implementation of Federal and/or State Grant-funded programs; or any equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Possession of valid Florida Driver's license with good driving record.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO
PERFORM ESSENTIAL JOB DUTIES**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be physically able to operate motor vehicles. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work, and the worker sit most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants, and/or program participants.

Language Ability: Requires the ability to read a variety of correspondence, reports, records, purchase orders, forms, etc. Requires the ability to prepare a variety of correspondence, reports, budgets, surveys, personnel forms, news releases, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Program Specialist

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, legal and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, toggle switches, control knobs, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words; hearing-perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Program Specialist

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with minimum supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Program Specialist

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified, both technically and philosophically, to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment, efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Program Specialist

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding department and Town functions. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

PUBLIC INFORMATION SPECIALIST

GENERAL STATEMENT OF JOB

ESSENTIAL JOB FUNCTIONS

Under limited supervision, performs professional journalist and public relations work. Supervises and coordinates special events and activities on weekend and week days. Responsible for designing information media and its dissemination. Must demonstrate considerable initiative and independence when completing assignments and special projects. Reports to the Special Projects Director

Plans and executes special events sponsored by the Town for the public; develops and conducts surveys of Town residents to determine needs, develops promotional campaigns and materials for programs and events, preparing brochures, flyers, newsletters, etc., contacts mass media by mail, solicits business, community and civic representatives for sponsorship and donations for programs and events; plans and coordinates programs and events for Town employees, administration and elected officials.

Supervises program staff and volunteers, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; coordinates Town-wide volunteer program.

ILLUSTRATIVE TASKS

Confers with Special Projects Director in the planning, development, layout and design of public information and publicity projects and also confers with Special Projects Director in the planning, development of special events and activities.

Researches, writes and edits press releases, feature stories, and articles; creates and designs publication of city fliers and brochures; edits Town newspaper; conducts field and office research. Supervises and coordinates special events on week end and week days.

Plans and writes special pamphlets and booklets on departmental objectives and activities.

Establishes and maintains effective working relationships with broadcast and print media representative. Designs and prepares audio-visual, photographic, graphic educational departmental displays and various other exhibits.

Develops and maintains a specialized library of feature stories, fact sheets, photographs and other media suitable for distribution; disseminates information upon request.

Develops and implements procedures for processing media requests for the Special Projects Department.

Develops and maintains specialized media mailing lists.

Plans and develops program needs for materials and supplies; plans and submits expenditure requisitions.

EXHIBIT 8

Public Information Specialist

Illustrative Tasks (continued)

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate to enhance and maintain knowledge of trends and developments in the field of public relations, journalism and special events.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Town management.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in leisure services, recreation and/or public administration and 3 years progressively responsible professional experience in leisure services or related field, which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be physically able to operate motor vehicles. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the workers sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants, and/or program participants.

Language Ability: Requires the ability to read a variety of correspondence, reports, records, purchase orders, forms, etc. Requires the ability to prepare a variety of correspondence, reports, budgets, surveys, personnel forms, news releases, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before a group of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, legal and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

Forms/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Public Information Specialist

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using **automated office equipment**.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, toggle switches, **control knobs, etc. Must have minimal levels of eye/hand/foot coordination.**

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be acceptable to performing under stress when confronted with persons acting under stress.

Physical communication: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words; hearing-perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has general knowledge of the philosophy and objectives of public special events. Has considerable knowledge of the principles, practices and procedures for management of special events for the Town. Has the knowledge, skill and judgment to develop and apply departmental policies, procedures and to evaluate them for their effectiveness and efficiency. Has the knowledge to anticipate needs, respond with workable solutions and implement new ideas in cooperation with other members of the staff and the general public. Has considerable knowledge of English language usage both written and oral. Considerable knowledge of the techniques used for planning, composing and editing publicity material. Knowledge of the methods, principles and practices utilized in graphic layouts and designs. Knowledge of broadcast and print media requirements as they apply to a public information/publicity program. Knowledge of journalistic principles and practices. Knowledge of the activities and operations of the Town. Considerable knowledge of maintaining and operating a computer and its peripherals, as they pertain to desktop publishing and graphic design. Considerable knowledge in the use of current desktop publishing and graphic design computer applications. Ability to assemble and compose informative and interesting material for media releases and related publicity information. Ability to express ideas and factual information in a clear and concise manner. The ability to work independently and complete assignments in an accurate and timely manner. Ability to multitask (work on multiple projects simultaneously).

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town entities, co-workers, media, and general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Tasks."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off request.

Initiative and Enthusiasm: Maintains and enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates

CLASS SPECIFICATION

SAFE NEIGHBORHOODS COORDINATOR

GENERAL STATEMENT OF JOB

Under the supervision of the Housing and Community Development Director employee will work with targeted neighborhoods to improve the community's capacity to undertake grass-roots self-sufficiency programs which result in neighborhood revitalization, crime reduction, improved health care, job creation, and enhanced community services. Employee will collect data and information, facilitate strategic plans, identify resources available to implement neighborhood plans, and provide direct assistance for neighborhood residents to transition from welfare to independent economic status.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Develop comprehensive telephone and mailing lists and undertake surveys in the CDBG Target Areas, to obtain information on the need for specific programs and services for the area residents.

Hold monthly community meetings in the Target Areas with the neighborhood residents to develop a steady, progressive agenda for self-sufficiency. Prepare Agenda and minutes of all meetings.

Reviews requests for assistance from community groups, develop community programs and partnerships by coordinating activities such as graffiti paint-outs, provide and assist local groups and neighborhoods by developing community empowerment programs.

Engage the community in local strategic planning for quality of life improvement. Includes presentation of data, problem solving, development of goals, objectives and action plans.

Identify resources and assist the community in the implementation of their action plans. Participate in neighborhood and civic association meetings, public forums, and service provider meetings. Organize lectures, training programs, and crime awareness presentations for neighborhood residents.

Provide information to residents on accessing other agencies including local, county, state, federal and non-profit groups e.g. Social Security applications, disability applications, Food Stamps, child care, etc.

Assist the Housing and Community Development Director in organizing quarterly meetings with the "Neighborhood Revitalization Task Force" which includes the Safe Neighborhood initiatives.

Hold quarterly meetings with Davie Police Officers assigned to the CDBG Target Areas and work them to monitor the crime levels within the CDBG Target Areas i.e. review monthly crime statistics for each area.

Assist the community in developing and maintaining local organizational structure that will continue to function once the targeted neighborhood project is completed. Prepare records, correspondence and reports, and maintain case management records.

Performs related work as required by the Housing and Community Development Director.

Safe Neighborhoods Coordinator

MINIMUM TRAINING AND EXPERIENCE

Associates Degree in Public Relations, Public Administration, Business Administration or a closely related field; 2 years experience in community development work or neighborhood-based programs; or any equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Possession of valid Florida Driver's license with good driving record.

Considerable work will take place at community buildings and other sites, outside of normal business hours i.e. evening meetings and weekend events will be a part of the job duties.

Bilingual skills preferred (English/Spanish).

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be physically able to operate motor vehicles. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work, and the worker sit most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants, and/or program participants.

Language Ability: Requires the ability to read a variety of correspondence, reports, records, purchase orders, forms, etc. Requires the ability to prepare a variety of correspondence, reports, budgets, surveys, personnel forms, news releases, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, legal and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Public Information Specialist

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, toggle switches, control knobs, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words; hearing-perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Knowledge of Job: Has considerable knowledge of federal and/or state grants for community-based programs. Ability to conduct neighborhood meetings and workshops, and speak effectively in public. Ability to express ideas clearly in writing. Ability to establish and maintain effective working relationships with neighborhood residents, community leaders, service providers, other governmental agencies, and members of diverse cultural backgrounds regardless of race, religion, age, sex, handicap, or political affiliation. Ability to analyze and address requests for assistance from the residents, and coordinate effective service delivery. Bilingual (English/Spanish) skills preferred. Knowledge of the city, county, state, federal and non-profit resources available to the local residents. Knowledge of social service provision and case management procedures. Considerable knowledge of public relations principles and techniques. Knowledge of office practices and procedures. Ability to exercise tact and diplomacy in dealing with members of the public and with other public and private officials. Ability to prepare records, forms, reports and correspondence.

Essential Equipment: Must be able to operate a computer, telephone, fax and other related office equipment used in day to day operations.

Knowledge or Skills Required: Computer skills, public speaking ability, organizational skills, and strong communication skills required. Knowledge of problem solving and local availability of health, education and human service resources is helpful.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with minimum supervision and instruction.

Public Information Specialist

Performance Indicators (continued)

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified, both technically and philosophically, to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Public Information Specialist

Performance Indicators (continued)

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment, efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding department and Town functions. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

URBAN FORESTER

GENERAL STATEMENT OF JOB

Under the supervision of the Planning and Zoning Manager, performs responsible professional level work for the Planning and Zoning Division of the Development Services Department. Responsible for the development and management of the Town's Tree Inventory and all Town owned preservation lands. Key participant in the development of the Town's landscape improvement and maintenance programs. Conducts landscape plan reviews and oversees the entire landscape installation process. Supervises the Chief Landscape Inspector and Landscape Inspectors to ensure compliance by builders and developers with Town landscape codes. Responsible for developing educational, informational and training programs for Town employees, Town residents, developers, HOA's etc.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Develops technical specifications for the maintenance of trees within the Town's inventory and maintenance of all natural preservation areas under the Town's jurisdiction.

Maintains Town's tree inventory software program.

Supervises and coordinates all landscaping and tree activities within the Planning and Zoning Division.

Implements maintenance programs in concert with Parks and Grounds Divisions and monitors for success.

Ensures conformity and consistency among field team members with Town rules, regulations, and ordinances and, in particular, landscape, zoning, and tree preservation codes and regulations.

Routinely inspects the tree inventory and all natural preservation areas reporting conditions that may affect the health, safety, and welfare of the public and the life expectancy of the landscape/preservation area.

Inspects and monitors the progress of environmental mitigation projects to ensure compliance with approved plans and environmental resource permits.

Determines natural resource areas, reviews tree preservation and mitigation plans, monitors environmentally-sensitive public recreation areas and open space and prepares reports on the nature and significance of natural resource areas within the Town's jurisdiction.

Acts as liaison with other governmental agencies concerning the coordination of land development activities (mitigation) in environmentally sensitive areas.

Participates in all landscape project planning efforts, including but not limited to conceptual planning, design drawings and specifications, bid/RFP development and review, and project management.

Performs budgeting, strategic planning, and site analysis to determine future needs of the Town and the Parks and Grounds Division tree section.

Assists and trains coworkers on landscaping, horticultural, and arboricultural issues.

Urban Forester

Essential Job Functions (continued)

Attends meetings and/or public gatherings as representative of the Planning and Zoning Division to cultivate favorable public relations and/or to explain activities and functions of Landscape Section.

Creates complex reports and presentations.

Coordinates special horticulture/arboriculture activities including Tree City USA and Arbor Day.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associates Degree in Urban Forestry or related field, plus a minimum of five (5) years of experience in the field of Arboriculture. A Bachelor's Degree in Landscape Architecture can be substituted for two (2) years of experience. In addition, candidates must have the following:

- Extensive knowledge of South Florida ecosystems and wetlands, their preservation, conservation and mitigation.
- Comprehensive experience in the area of Florida landscape practices, grades and standards, planting procedures, plans review and site requirements.
- Excellent oral and written communication, project management, and public outreach skills. Experience with computers and programs, including Microsoft Office.
- Proven leadership, interpersonal and supervisory skills. Exercise initiative and have the ability to work independently.
- Comprehensive knowledge of South Florida plant materials, horticulture practices including design, irrigation, fertilization, xeriscape, plant growth habits and maintenance.

SPECIAL REQUIREMENTS

Certification with the International Society of Arboriculture as a Certified Arborist, the Florida Nursery and Growers Association as a Florida Certified Nursery Professional and with the Landscape Inspectors Association of Florida as a Certified Landscape Inspector. Must possess a valid Florida driver license with a good driving record.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate various drafting instruments and a variety of automated office machines including a computer, printer, plot machine, copier, typewriter, etc. Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Light to Medium Work.. Involves walking or standing for periods of time (indoor and outdoor).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Urban Forester

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants. Includes receiving instructions, assignments and/or directions from supervisors. Must be able to deal with the public firmly, impartially, and courteously. Excellent customer service skills are a must.

Language Ability: Requires the ability to read a variety of site plans and plats, ordinances, correspondence, etc. Requires the ability to prepare maps, permits, site plans, and other required reports and records, using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Must be able to read and interpret plans and specifications to determine compliance with established standards, especially landscape plans. Must have good knowledge of Town codes and ordinances, and legal procedures for enforcement of same. Must be able to conduct inspections, follow oral and written assignments, and ascertain facts through good investigative techniques. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables; to interpret a variety of instructions furnished in oral, written, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including code compliance, landscaping issues, legal, construction, and regulatory terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of Town zoning and landscaping codes and the ability to apply those code regulations to building plans. Has thorough knowledge of building permit issuance procedures and the various stages when violations and defects should be observed and corrected. Has considerable knowledge of local and State inspection codes and laws. Has general knowledge of the principles of supervision, organization, and administration. Has working knowledge of Town geography. Has the ability to plan, coordinate, and supervise the work of the Chief Landscape Inspector and Landscape Inspectors. Is able to exercise independent

Urban Forester

Performance Indicators (continued)

judgment in the applying standards to a variety of work situations. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships that employ considerable tact and firmness with contractors, the public, and property owners. Is able to exercise independent judgment and initiative in determining if zoning and landscape ordinance requirements are met. Has considerable knowledge of the current literature, trends, and developments in the field of zoning and landscape administration. Is skilled in the collection, analysis and presentation of technical data and zoning recommendations. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Senior Planner, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Urban Forester

Performance Indicators (continued)

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division as it relates to landscaping issues, and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives as it relates to landscaping and zoning issues. Organizes, arranges and allocates manpower and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department as it specifically relates to landscaping activities.

Organizing: Organizes work and that of staff as well. Ensure that staff is trained and are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Offer assistance to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department concerning landscaping issues. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained in regards to landscape and zoning issues.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied for the benefit of the Division. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: When necessary, assigns additional duties to staff as appropriate in order to meet division goals.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division in the area of landscaping activities. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives, and brings to supervisors attention promptly.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division as it relates to landscaping activities. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change or added responsibilities.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function as it relates to landscaping activities. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from assistant and /or subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated as it relates to landscaping issues. Also understands the relationship between operating policies and practices and department morale and performance.